

United States Bankruptcy Court District of Utah CM/ECF 2.3 Conversion Users Guide

The release 2.3 of CM/ECF was installed on November 25, 2003. This release contains a few enhancements and changes which include privacy changes effective December 1, 2003. The major highlights for ECF users are listed below.

PLEASE BE AWARE ALL USERS WILL RECEIVE THEIR EMAIL NOTIFICATIONS FROM 11/25 IN THE MORNING OF 11/26.

**The changes listed below will be "live" effective 6:00 PM(MST),
Tuesday, November 25, 2003.**

Internal and External Changes/Enhancements

PDF Documents

Previously, CM/ECF version 2.2 did not allow a PDF document to be filed with a hyperlink or containing footnotes. Such a document is now accepted.

Open New Case Additional Statistic Option

“Clearing Bank” is now a new statistical option to choose when opening a new bankruptcy case.

Events

A new event has been created in the “Other” category for users to file the “Statement of Social Security Number” (Official Form 21). It is critical for attorney users to use this specific event for form 21 (when filing a new case). The form should not be filed within the petition or statements/schedule pages.

Deferred Fees for New Adversary Cases

Open Adversary case now will allow the debtor’s attorney or trustee in a case to waive or defer the filing fee. Users must type in the receipt box “Waive” or “Defer” depending on the appropriate circumstance. Please see the screen shot on the next page. By inserting “Waive” or “Defer” in the receipt field, the normal filing fee (\$150) will not be charged and e-commerce will not request a fee for the case.

Fee Waive or Defer screen

REPORTS

Performance has been improved for many reports under version 2.3

Query - Search by Name

Users must now type at least 2 consecutive letters of the last name when searching by name. The two letters can be preceded by “*” (wild card)

Query - Search by SS#

Users must now enter all nine digits of the SS# (with no “wild card”) to perform a social security number search.

Query /Parties

For non-court users of CM/ECF, the complete SS# is not viewable except for the last four digits. A social security number will be viewed as xxx-xx-1234.

Docket Report

For non-court users of CM/ECF, the complete SS# is not viewable on the docket sheet except for the last four digits. The SS# will be viewable as xxx-xx-1234.